



KING COUNTY
SUPERVISOR II
DEPARTMENT OF TRANSPORTATION
ROAD SERVICES DIVISION
ROADS MAINTENANCE SECTION
Annual Salary Range: \$64,797 - \$82,134
Job Announcement: 06SB6107
OPEN: 5/24/06 CLOSE: 6/9/06

WHO MAY APPLY: This position is open only to King County career services employees.

WHERE TO APPLY: Required forms and materials **must** be sent to: **ATTN: Scott Bruns, 201 S. Jackson St, MS KSC-TR-0313, Seattle, WA 98104.** Complete application materials must be received by **4:00 p.m.** on the closing date. (Postmarks and facsimiles are NOT ACCEPTED).

PLEASE NOTE: Applications and incomplete applications not received at the location specified above will not be processed.

APPLICATION MATERIALS: (A) [King County Application](#) (B) Resume (C) Letter of interest detailing your background, how you meet or exceed the required qualifications, knowledge, skills, and abilities, and your ability to perform the primary job functions, and (D) a minimum of three (3) references of current or former supervisors for the past five (5) years.

SELECTION PROCESS: Applicants identified as being the most competitive based on the knowledge, skills, and abilities will be invited to take a written and practical field examination, and participate in an oral interview.

NOTE: *This recruitment may be used for the purpose of filling multiple permanent positions and may be used until the list is exhausted and/or expires after one (1) year of when created.*

WORK SCHEDULE: This is a FLSA exempt position and is not overtime eligible. Work is most commonly performed during core business hours; 8 hrs/day, Monday through Friday, 7:00 am - 3:30 pm; during the summer months the schedule changes to 10 hrs/day, Monday through Thursday, 6:00 am - 4:30 pm. However, after hours, weekends, and holidays are required depending on business and/or seasonal demand and during inclement weather.

WORK LOCATION: Various locations throughout King County, WA

PRIMARY JOB DUTIES: The successful candidate will perform supervisory duties under the general direction of a Supervisor III. Incumbent is responsible for the overall performance, budget and program safety of the assigned work unit, and consult with their immediate Supervisor on the most complex and/or sensitive personnel and safety issues. The Maintenance Section is responsible for providing road maintenance services to associated infrastructure within the unincorporated areas of King County and contract cities in order to maintain and enhance the current condition of roadways

and facilities in an efficient and environmentally responsible manner to protect the public's investment and facilitate safe travel. Specific duties include:

- Plan, schedule and supervise the work activities of a group of subordinates; provide assistance, guidance and direction with difficult or unusual problems; prioritize and estimate time and costs; and assign specific projects and monitor work to ensure completion.
- Assist in screening and selecting employees, including developing field tests and interviewing candidates; make recommendations to hiring authority on hiring, disciplining and terminating subordinates.
- Identify the training needs of staff members, research available training sources and develop, schedule and implement the annual work unit training program; ensure that new employees are properly equipped and trained.
- Prepare performance appraisals to evaluate subordinates.
- Develop, recommend and implement modifications or revisions in existing operating procedures.
- Plan work unit budget and approve purchases; may monitor or control budget for work unit.
- Ensure that proper safety precautions are followed on all jobs; implement and supervise work group safety activities.
- Evaluate equipment needs and assist in the development of equipment specifications; order materials and supplies; and work with the King County Department of Finance to maintain appropriate vendor lists.
- Ensures that work crews comply with construction, OSHA/WISHA, and environmental standards, codes, regulations, and specifications.
- Maintain personnel records; enforce personnel rules, including employee discipline and positive performance counseling.
- Analyze operating procedures and identify most efficient methods of accomplishing work.
- Receive and investigate complaints as well as inquiries from the general public; provide information to interested parties regarding area of specialization.
- Responds to emergency situations such as floods, snow/ice/wind storms, etc.
- Plan and schedule routine and preventive maintenance tasks.

REQUIRED EXPERIENCE, SKILLS, KNOWLEDGE, AND ABILITIES:

- Minimum of three (3) years experience in a lead or supervisory role.
- Experience managing multiple programs; planning, scheduling, and obtaining all necessary resources to complete projects.
- Knowledge and ability to recognize, resolve, and monitor complex and/or technical problems or hazards related to road maintenance issues and features.
- Knowledge of Maintenance Management System.
- Knowledge and ability to implement environmental regulations and policies concerning road maintenance work.
- Knowledge of human resource management practices, knowledge of King County human resource policies and procedures.
- Knowledge of County, Washington State and federal laws and regulations pertaining to the road maintenance.

- Knowledge of Federal and State regulations, policies, and practices.
- Knowledge in the use of computers and with Microsoft applications to include, but not limited to MS Word, Excel, Access and the Internet.
- Skill in establishing and maintaining effective working relationships with management, subordinates, County officials, other agency representatives, contract cities, and the general public.
- Skill effectively communicating (orally and in writing) and dealing tactfully and courteously with crews, as a team member, management, other agency representatives, contract cities, stakeholders, and the public.
- Ability to prepare reliable cost estimates and completing projects on time and within budget.
- Ability to exercise sound judgment to effectively address complex employee issues.
- Ability to manage a complex and diverse work environment.
- Ability to effectively respond to emergency (snow/flood/ice) situations.
- Ability to read plans and blueprints.
- Ability to create a work environment that motivates employees to achieve higher levels of performance, and their full potential.
- Ability to see and think long-term in terms of the work and work unit.
- Ability to have predictable and reliable attendance.

NECESSARY SPECIAL REQUIREMENT(S): Successful applicants must have a valid driver's license from the state of Washington at the time of appointment. A physical examination may be required.

UNION MEMBERSHIP: Positions in this classification will be represented by the International Federation of Professional and Technical Engineers (I.F.P.T.E.), Local 17F.

Class Code: 6092